



# Home Office Equipment Setup Guide

## Before You Begin

**Please be sure to read the entire guide before you begin.** This guide will walk you through setting up equipment you receive from SoFi for home use. If you are a SoFi agent in Operations or Fraud, or a Home Loans employee, you will be provided home office equipment.

If you are a fully remote employee, you can request home office equipment such as monitors, keyboard and mouse, once you begin by submitting a request in our ticketing system, SoFi Compass.

Hybrid employees and contingent workers are not provided equipment for home use. If you are a full-time employee and you request home office equipment but your work location does not contain "Remote", your request will be denied. If you have any questions or concerns regarding your working location classification, please contact your manager or recruiter.

## Equipment Delivery

If you are an Operations and Fraud agent who is starting in office on your first day, you will receive your headset there. Monitors, keyboards, and mice can be expected for delivery to your home on the Saturday of your first week. Delivery requires a signature from someone at the residence so please ensure you or someone else is available to receive.

If you are a Home Loans employee you should receive your monitors, headsets, keyboards, and mice by the Friday prior to your start date and no later than your third day. Delivery requires a signature from someone at the residence so please ensure you or someone else is available to receive.

If you are a fully remote employee you will need to request any home office equipment once you start by submitting a request in our ticketing system, SoFi Compass. These are typically delivered within a week but can vary based on volume of requests being processed by the Asset Management team.

# Equipment Setup Instructions

## About Your Monitor

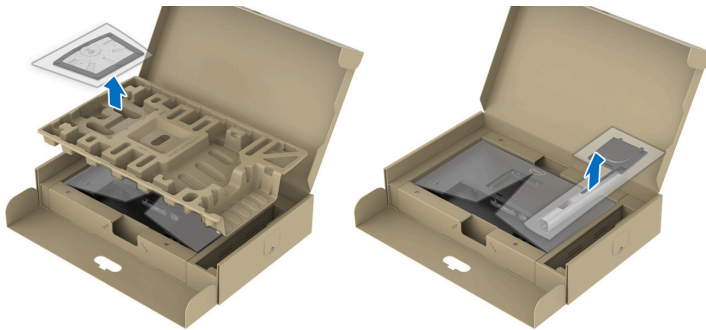
The monitor(s) you received is what is referred to as a hub monitor, which includes additional ports you can utilize when your laptop is connected via USB-C. The monitor will also provide power to your computer so **you will not need your laptop charger attached when connected to the monitor.**

Inside the monitor box you will find the **AC power, USB-C, HDMI, and DisplayPort cables.** **Set the HDMI cable aside as it will not need to be used.**

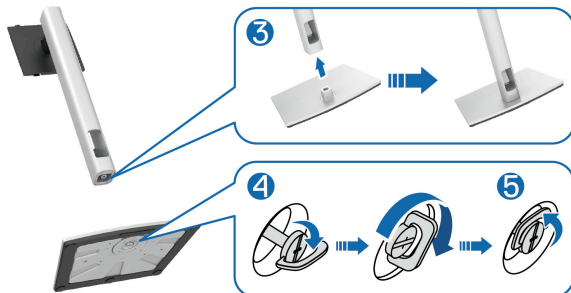
If you are setting up just one monitor you will only need the **AC power** and **USB-C cables**; If you are setting up two monitors you will also use the DisplayPort cable to daisy chain your monitors together.

## Attach Monitor to Stand

1. Open the box and remove the stand base and stand riser from the packaging cushion.



2. Insert the stand base blocks fully into the stand slot.
3. Lift the screw handle and turn the screw clockwise.
4. After fully tightening the screw, fold the screw handle flat within the recess.



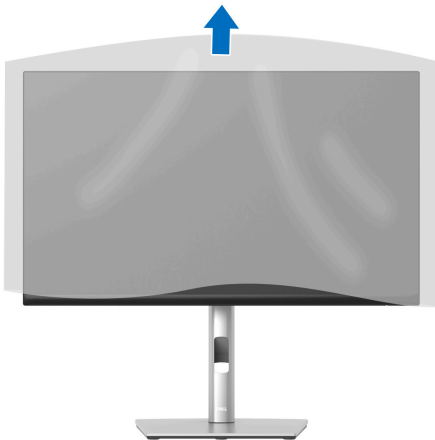
5. Lift the cover, as shown, to access the VESA area for stand assembly.



6. Attach the stand assembly to the display by fitting the two tabs on the upper part of the stand to the groove on the back of the display and press the stand down till it snaps into place.

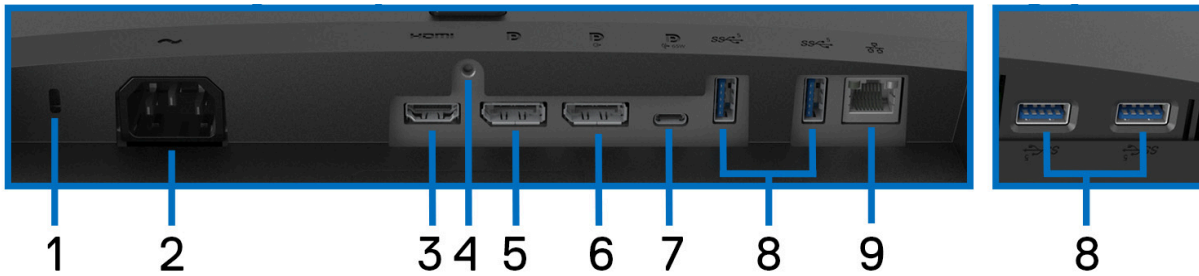


7. Lift the monitor carefully to prevent it from slipping or falling and remove the cover from the monitor.



# Setup Monitor

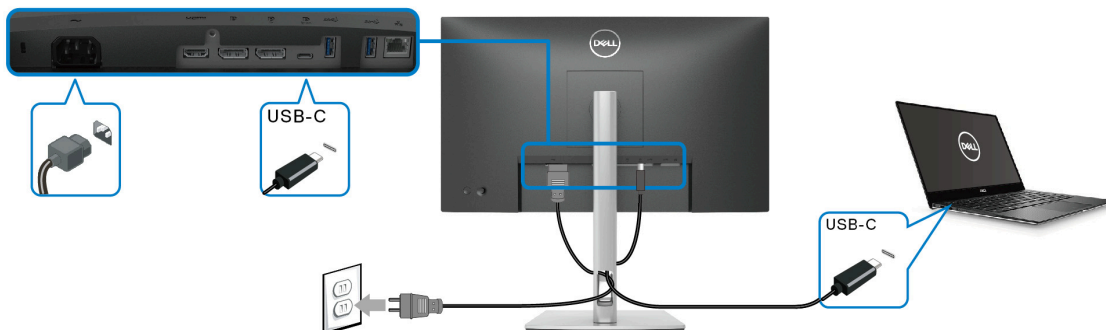
Below is a **reference image** of the ports on the underside of your monitor.



1. Route the power cable through the cable-management slot on the stand and then insert it into the monitor **power port (2 in reference image)**.

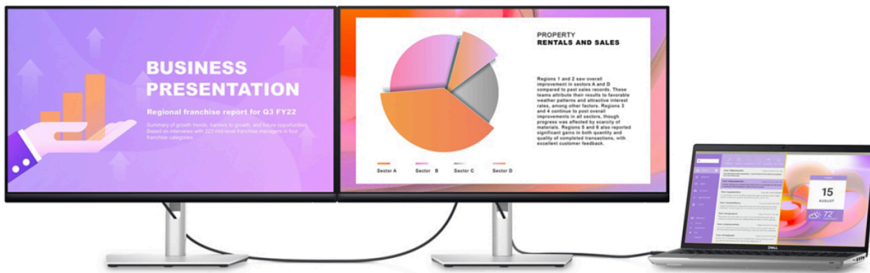


2. Route the USB-C cable through the cable management slot as well and then insert it into the monitor's **USB-C port (7 in reference image)**.
3. Finally, plug the power cable into an outlet and the other end of the USB-C cable to one of the available USB-C ports on your laptop.



4. For additional items, such as your keyboard and mouse, you can plug them into either of the available USB ports **(8 in reference image)**.
  - o **NOTE:** For best performance, **we recommend plugging your headset directly into one of the laptops USB ports**, instead of the monitor.

# Setup Second Monitor

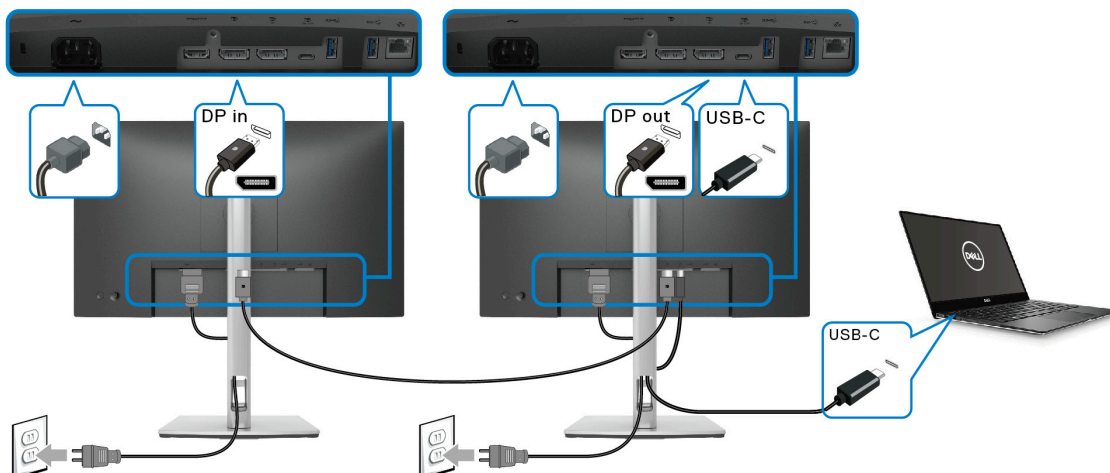


**Please note the below only pertains to computers running Windows OS;** macOS does not support daisy chaining over DisplayPort. If you have a second monitor you will need to attach it via another USB-C port or HDMI.

The Dell monitors support a function called daisy chaining. This allows you to simply connect your second monitor directly into your first monitor for a dual screen setup without a dock. You will need the one of the DisplayPort cables that was included with your monitors for this.

Follow the steps above for attaching the monitor to its stand and plugging in the power cable. Then proceed with the instructions below.

1. Make sure both monitors are powered off and that your computer is not connected to either.
2. Now take the DisplayPort cable and insert it into the **DP-Out port (6 in reference image)** of your first monitor; **it may have an orange rubber plug in the port.**
3. Now insert the other end of the DisplayPort cable into the **DP port (5 in reference image)** of the second monitor.
4. Finally, you can connect your computer to the first monitor using the USB-C cable and turn on both monitors. Your setup should look similar to below:



## Connect Keyboard and Mouse Into Monitor

As mentioned above, you can plug your keyboard and mouse into the available USB ports on the underside of your monitor (next to the USB-C port).

## Connect Headset

For best performance, you will want to plug your headset into one of the available USB ports directly on your computer, as shown below.

